



City of Seattle  
Department of Planning and Development (DPD)  
**PLAN COVERSHEET**  
*Updated July 30, 2004*

**APPLICANT INFORMATION**

**INSTRUCTIONS:** Fill in all white areas of coversheet  
except for approval section in right-hand column.  
Use "N/A" if not applicable.

PROJECT ADDRESS \_\_\_\_\_  
DESCRIPTION OF WORK \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
OWNER \_\_\_\_\_ CONTRACTOR \_\_\_\_\_  
DESIGN PROFESSIONAL(S) \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_ FAX \_\_\_\_\_  
PREVIOUS MUPS RELATED TO PROJECT \_\_\_\_\_  
RELATED STANDARD PLANS OR PREVIOUSLY APPROVED PLANS \_\_\_\_\_  
\_\_\_\_\_

**LAND USE INFORMATION**

ZONE \_\_\_\_\_  
OVERLAY ZONING \_\_\_\_\_  
HISTORIC OR LANDMARK DISTRICT \_\_\_\_\_  
SHORELINE ZONE \_\_\_\_\_ Project Exempt ☐ Req. Shoreline Review ☐  
SEPA \_\_\_\_\_ Exempt ☐ Requires Review ☐  
  

EXISTING USE	SQ. FT.	PROPOSED USE	SQ. FT.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Permit # establishing existing use \_\_\_\_\_

DEPARTMENT OF NEIGHBORHOODS CERTIFICATE OF APPROVAL REQUIRED? Yes ☐ No ☐

**PARKING SPACES:** Existing #: Onsite \_\_\_\_\_ Offsite \_\_\_\_\_  
Proposed #: Onsite \_\_\_\_\_ Offsite \_\_\_\_\_  
Offsite Location \_\_\_\_\_

**NUMBER OF DWELLING UNITS:** Existing \_\_\_\_\_ Demolished \_\_\_\_\_  
Proposed New \_\_\_\_\_  
Live-work Units \_\_\_\_\_

**TO BE COMPLETED BY DPD STAFF ONLY**

**NEW CURB CUT REQUIRED?** Yes ☐ No ☐ Residential ☐ Commercial ☐

1. Width \_\_\_\_\_ Along \_\_\_\_\_ Location \_\_\_\_\_  
(street name) (Example: 15' S. of N. property line)

2. Width \_\_\_\_\_ Along \_\_\_\_\_ Location \_\_\_\_\_  
(street name)

3. Width \_\_\_\_\_ Along \_\_\_\_\_ Location \_\_\_\_\_  
(street name)

**LAND USE CONDITIONS (DPD staff use only; insert additional sheets if needed)**

**BUILDING INFORMATION**

**BUILDING DATA: MULTIPLE BUILDINGS THIS PROJECT?** Yes ☐ No ☐  
If multiple buildings are not identical, complete the following for each different building. Attach appendix pages as necessary, shown on plan sheet \_\_\_\_\_.

**COMPLETE THE FOLLOWING TABLE:**

FLOOR LEVEL	GROUP	OCCUPANCY/ USE	FLOOR AREA	SPRINKLER (Y if yes)	OTHER FIRE PROTECTION
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**REMODEL:** Construction Value \_\_\_\_\_ Type of Construction \_\_\_\_\_  
Sprinkler: Yes ☐ No ☐ Other Fire Protection \_\_\_\_\_  
Change Of Occupancy: No ☐ Yes, from/to \_\_\_\_\_

**IS THIS BUILDING AIR CONDITIONED?** Yes ☐ No ☐

**EMERGENCY SYSTEMS PROVIDED:**  
Elevator Pressurization: Yes ☐ Exit And Pathway Lighting: Yes ☐  
Stairway Pressurization: Yes ☐ Emergency Generator: Yes ☐  
Smoke Removal System: Yes ☐

**GRADING**

**GRADING:** No ☐ Yes ☐ Cut: Cubic Yds. \_\_\_\_\_ Maximum Height \_\_\_\_\_  
Fill: Cubic Yds. \_\_\_\_\_ Maximum Height \_\_\_\_\_

**DISPOSAL SITE:** \_\_\_\_\_

**SOILS REPORT PROVIDED:** Yes ☐ No ☐

**SITE DEVELOPMENT (DPD staff use only)**

**ENVIRONMENTALLY CRITICAL AREAS (ECA):**  
☐ Site is not located in mapped ECA  
☐ Mapped ECA designation: 1 2 3 4 5 6 7 8 9  
☐ ECA identified by Preapplication Site Visit Report as: \_\_\_\_\_  
☐ Outright ECA exemption by: \_\_\_\_\_  
☐ ECA exempt per exemption #: \_\_\_\_\_ (copy of exemption report included)

**NEW DEVELOPMENTAL COVERAGE - THIS PERMIT :** \_\_\_\_\_ Sq. Ft.

**PREVIOUS DEVELOPMENTAL COVERAGE AFTER OCTOBER 31, 1992:**  
Permit # \_\_\_\_\_, \_\_\_\_\_ Sq. Ft.  
Permit # \_\_\_\_\_, \_\_\_\_\_ Sq. Ft.  
TOTAL: \_\_\_\_\_ Sq. Ft.

**BEST MANAGEMENT PRACTICES (BMP) FOR EROSION CONTROL:**  
☐ Project not subject to BMP (no ground disturbance)  
☐ Project requires Temporary Erosion & Sediment Control (TESC) Standard Plan  
☐ Project requires large project TESC Standard Plan  
☐ Project subject to BMP - does not require TESC Standard Plan

**DRAINAGE & SEWER REVIEW (DPD staff use only)**

**DRAINAGE REVIEW REQUIRED?** Yes ☐ No ☐  
☐ Detention required  
☐ No detention required  
☐ Impervious survice this project (new or replaced)  
☐ \_\_\_\_\_

**NOTE:** The drainage system shown in these plans may be changed at the time of side sewer permit issuance to meet standard plans and methods.  
☐ Route for drainage review \_\_\_\_\_

**NOTE:** A separate side sewer permit is required from DPD. For more information, call the Sewer and Drainage Review Desk at (206) 684-5362

**SIDE SEWER REVIEW REQUIRED?** Yes ☐ No ☐  
☐ No conflict with side sewer  
☐ Construction conflicts with applicant's side sewer. Contact Public Health Department at (206) 233-7914  
☐ Construction conflicts with side sewer serving another property. Contact DPD Sewer and Drainage Review Desk at (206) 684-5362  
☐ Conflict with utility main (requires buildover) \_\_\_\_\_ sq. ft.  
☐ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**HOUSING UNIT OCCUPANCY**

**DEFINITION:** Housing unit means any dwelling unit, housekeeping unit, guest room, dormitory, or single room occupancy unit, and may include a residential unit in a commercial building, an artist's studio dwelling unit, or a live/work unit.

**CHECK ONLY ONE BOX BELOW, INDICATING HOUSING OCCUPANCY AT DATE OF PERMIT APPLICATION.**

<input type="checkbox"/> Unit(s) is/are unoccupied	Unit(s) is/are occupied by a residential tenant(s)
<input type="checkbox"/> Unit is occupied by the owner of the property	Do not know
<input type="checkbox"/> There is/are no housing unit(s) on the property	Refer to Property Owner/Tenant Assistance

**I certify, under penalty of perjury under the laws of the State of Washington, that the above information is true and correct.**

Owner/Applicant Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date & Place \_\_\_\_\_

**ENERGY/MECHANICAL CODE**

**SCOPE OF MECHANICAL WORK DESCRIPTION:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICABLE OCCUPANCY:**  
A. ☐ Group R  
B. ☐ Other than Group R

BUILDING ENVELOPE COMPLIANCE:	HEATED	SEMI-HEATED	UNHEATED SPACE
A. <input type="checkbox"/> Existing envelope - no change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. <input type="checkbox"/> Existing envelope - altered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. <input type="checkbox"/> New envelope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See compliance data on sheet: \_\_\_\_\_

**HVAC MECHANICAL SYSTEM:**  
A. ☐ Not included in this application  
B. ☐ Included in this application (see scope description for detail)

**SEPARATE PERMIT REQUIRED FOR PLUMBING, GAS PIPING, BOILER, REFRIGERATION SYSTEMS.**

**OTHER MECHANICAL EQUIPMENT INCLUDED IN THIS APPLICATION:**  
A. ☐ Commercial kitchen hood exhaust system  
B. ☐ Fume hood  
C. ☐ Spray paint booth  
D. ☐ Other - specify \_\_\_\_\_

**DOCUMENT SUBMITTED:**  
A. ☐ Group R equipment sizing calc (unit by unit)  
B. ☐ Cooling and heating load calculation (for other than Group R)  
C. ☐ Target UA calculation  
D. ☐ Structural load calculation (for mechanical equipment)  
E. ☐ Noise compliance report (for mechanical equipment)  
F. ☐ Commercial kitchen hood worksheet  
G. ☐ Other \_\_\_\_\_

**LIGHTING:** Separate electrical permit application required

**SPECIAL INSPECTIONS (DPD staff use only; attach extra sheets as needed)**

**SOILS/GEOTECHNICAL:**  
Special Inspector \_\_\_\_\_ Phone \_\_\_\_\_  
☐ Shoring installation and monitoring  
☐ Observe and monitor excavation  
☐ Verify soil bearing \_\_\_\_\_ psf bearing  
☐ Subsurface drainage placement  
☐ Verify fill material and compaction  
☐ Verify conditions as anticipated  
☐ Pile placement (auger cast/driven pile)  
☐ Other \_\_\_\_\_

**REINFORCED CONCRETE:**  
Special Inspector \_\_\_\_\_ Phone \_\_\_\_\_  
☐ Reinforcing steel and concrete placement  
☐ Prestressed/precast concrete fabrication and erection  
☐ Batchplant inspection  
☐ Shotcrete  
☐ Grouting  
☐ Other \_\_\_\_\_

**STRUCTURAL STEEL:**  
Special Inspector \_\_\_\_\_ Phone \_\_\_\_\_  
☐ Fabrication and shop welds  
☐ Erection and field welds and bolting  
☐ Other \_\_\_\_\_

**STRUCTURAL MASONRY:**  
Special Inspector \_\_\_\_\_ Phone \_\_\_\_\_  
☐ Continuous  
☐ Periodic  
☐ \_\_\_\_\_

**OTHER:**  
Special Inspector \_\_\_\_\_ Phone \_\_\_\_\_  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

**OTHER:**  
Special Inspector \_\_\_\_\_ Phone \_\_\_\_\_  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

**CODE ALTERNATIVES:**  
☐ No  
☐ Yes  
☐ Attached  
☐ Below

**CUSTOMER ALERT!**

**Site Inspection Required Prior to First Ground Disturbance  
Call (206) 684-8860**

A DPD site inspection is required prior to any ground disturbance related to this permit, including tree cutting, clearing, grubbing and grading. **Temporary Construction and Sediment Control** (TESC) measures must be in place for DPD inspection and approval.

A pre-construction meeting may also be required, in addition to the above site inspection, for projects with **Special Inspection Requirements**. Not every project may require a pre-construction meeting.

For any temporary and/or permanent construction work planned in the public right of way, contact SDOT at (206) 684-5044. Temporary storage of constructions materials will require a permit from SDOT.

**Street Tree Inspection by SDOT Required**

Protection and/or planting/pruning/removal of street trees requires SDOT inspection and approval.

**CALL PRIOR TO CONSTRUCTION:** Commercial/Multifamily Zones, (206) 684-5693  
Single Family Zones, (206) 684-5047

**Water Service Inspection by SPU Required**

All water service piping on property must be inspected prior to backfilling trench. For information and inspection call Seattle Public Utilities (SPU) at (206) 684-5800. For water quality backflow protection information and inspection call SPU at (206) 684-3536.

**Temporary Dewatering Plan with SPU Required**

If a project requires temporary dewatering, please contact SPU Customer Service at (206) 684-5800 to establish a plan for dewatering.

**PERMIT ISSUANCE AUTHORIZATION (DPD staff use only)**

Reviewer	Required Reviews (mark w/ "X")	Concurrence		Revision	
		Initials	Date	Initials	Date
ZONING (incl. street improvements)					
LAND USE REVIEW					
ESTABLISH USE ONLY (for record)					
PROTECTED DISTRICTS(DON)					
WATER (SPU)					
FIRE (FIRE)					
HEALTH (KC Health)					
DRAINAGE					
GRADING					
ELEVATOR					
ENERGY					
MECHANICAL					
ECA					
NOISE					
SHORING (SDOT)					

**NOTE:** Any element of this project encroaching into street right-of-way requires a separate street use permit from SDOT and payment of a separate fee.

**DEPARTMENT SIGN OFFS (DPD staff use only)**

ISSUED BY: Initials \_\_\_\_\_ Date \_\_\_\_\_

BUILDING PLANS EXAMINER	MECHANICAL PLANS EXAMINER	DATE RECEIVED AT INTAKE